

**Capital Improvements Subcommittee Minutes**  
**Tuesday, September 13, 2016**  
**4:00 PM – 6:15 PM**  
**5<sup>th</sup> Floor Conference Room, Town Hall**

Capital Improvements Subcommittee Members present: David Pollak (Chairman), Helen Charlupski, Barbara Scotto, and Rebecca Stone.

Other School Committee Members present: Susan Wolf Ditkoff.

School Staff present: Andrew Bott, Mary Ellen Dunn, Matt Gillis, and Robin Coyne.

Town Staff present: Associate Town Counsel John Buchheit and Director of Public Buildings Charlie Simmons.

Others present: Brookline Music School Executive Director Betsy Frauenthal and Co-President Thomas Corcoran; Carla Benka (Advisory Committee).

The meeting was called to order at 4:00 PM.

**1) Review of the Proposed Lease with the Brookline Music School (BMS)**

Ms. Dunn and Mr. Buchheit presented the proposed lease extension and background documents (Attachment A). Discussion focused on several issues: level of financial assistance to be provided to Public Schools of Brookline students; participation in the town's Payment in Lieu of Taxes (PILOT) Program (BMS was an early and willing participant); and Lincoln School's use of the first floor large room and two smaller second floor classrooms for music classes on Monday and Thursday mornings (Mr. Buchheit and Ms. Dunn will check whether this was in the original lease and, if not, will craft some proposed language for the lease extension); expectations on capital upkeep (Mr. Simmons and Ms. Dunn will update Appendix C to be included in the lease extension). It was the unanimous sense of the Subcommittee that the lease is appropriate and will be recommended to the School Committee for approval, subject to final agreement on language on Lincoln School use and capital projects.

Assuming the parties can agree to new language on Lincoln School use and capital projects, the Capital Subcommittee will meet on September 22, 2016 at 5:45 PM to vote on a recommendation to the full School Committee. The full School Committee will review the proposed agreement and possibly vote later that evening. The proposed lease extension will be sent to School Committee members by September 20, 2016.

**2) Review of FY 2018 Capital Improvements Program (CIP) Related Items**

Ms. Dunn provided an update on the development of the FY 2018 Capital Improvements Program (Attachment B). Ms. Dunn, Mr. Gillis, and Mr. Simmons met with Ms. Goff to review initial requests. Funds are included for elevators at several locations, life safety security cameras, and two-way radios. The requests include regular items; short-term major projects, e.g., mechanical work at Old Lincoln School and Driscoll School; and major projects, e.g., 9<sup>th</sup> elementary school and high school expansion (staff recommendation is \$1.5 million for schematic design for each project). Work will be needed to provide classroom capacity in the short-term before a 9<sup>th</sup> school can be built. We need to do an update on where we are with leases, which have CPI increases. We need to determine how the following properties fit into our long-term plans: 62 Harvard Street, 24 Webster Place, 30 Webster Street, and 111 Cypress Street. There is a two-year gap between the end of the lease and the opening of the new school. Staff will check in with the relevant school/town committees before moving too far forward in pursuing any of these possible options.

Subcommittee members asked that the five-year CIP include rental spaces. We will need the building by building space inventory and updated enrollment projections in order to know how many more spaces will be needed as students age up. The new Pierce Principal has some ideas on reconfiguring space; staff should forward previous studies. The School Committee will review the draft CIP, including the analysis that informs the CIP, e.g., classroom projections, on November 7, 2016. Ms. Dunn will build the enrollment projection model, but will not present a report until she gets the state certified enrollment figures at the end of October. The Subcommittee will have the opportunity to review the building by building inventory in October. It will include the information included in the earlier agreed to template (format may be different). It will inform CIP consideration for existing buildings. The public will be interested in this document.

### **3) Update on 9th School Site Selection Process**

Ms. Dunn reported that the first Open House will take place on September 14, 2016 and there will be a Joint School Committee and Board of Selectmen public hearing and discussion on September 22, 2016. The Subcommittee discussed the need to get a legal opinion on the structure and process for establishing building committees, as well as a recommendation for best practice. Subcommittee members requested a memo from the Town Administrator, Superintendent and Building Commission that notes the previously discussed slots, describes the process for appointing the Committee, and outlines the Committee's structure (for example, who chairs the Committee) and responsibilities.

### **4) Update on Brookline High School (BHS) Expansion, including Site Visits and Educational Plan**

Ms. Dunn reported that the BHS team and Mr. Bott are reviewing the draft educational plan. The draft document (will probably be about 85% complete) will be presented to the Curriculum Subcommittee in October. Site visits are being planned to three high schools.

### **5) Update on Main Devotion Project and Launch of Lower Devotion**

Ms. Dunn provided an update on the Main Devotion Project and launch of Lower Devotion (Attachment C). She reported that Mr. Guigli is looking to schedule School Committee, Board of Selectmen and Building Commission votes on the buy-out of the balance of the Devotion School Project on October 25, 2016. The launch of Lower Devotion went very well.

### **6) FY 2017 Project Updates**

Mr. Simmons and Mr. Gillis provided updates on FY 2017 projects (Attachment D). The summer work was very successful. Masonry work will be done on the Unified Arts Building. Documents are being prepared for the Tappan Street elevators. Mr. Simmons will be presenting to the full School Committee on October 6, 2016.

### **7) Update/Review of Rental Policy (Matt Gillis)**

Ms. Dunn reported that she and Mr. Gillis are in the process of updating the PSB Rental Policy and rates.

The meeting adjourned at 6:15 PM.